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Introduction

ABD's new Electronic Licensing and Permitting System (eLAPS) will help stakeholders apply for, renew, report, and manage their alcohol licenses, permits, and certificates efficiently. This Quick Reference Guide (QRG) will help applicants and licensees understand and navigate through the various features, functionalities, and resources eLAPS offers.

Logging In

Enter the following URL, https://iowaabd.force.com, in your browser. Below is what your Landing Page will look like. Click on either of the highlighted hyperlinks (as shown below) to initiate the registration process.

A registration form will open up.
Note: If you are not an Owner, click on the Not an owner? option on top of the form (magnified below). You will get a form that is different from the Owner form.

Are you applying on behalf of a business owner? Please click on the button to register a new user.

Not an owner?

Scroll down and complete the required information to register as an Applicant in eLAPS. The entire owner registration form will look like the following.
Create an account

If you are an owner of a business, please fill out form below.

Are you applying on behalf of a business owner? Please click on the button to register a new user.

Business Information

* Company Name

* Business Type
  Select an Option

Corporate ID

Business Address

Address or location search

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

Apartment/Building

* Street

* City  State

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.
Click on the Register button after filling out the details. You will see the message below.

![Create an account](image)

Enter the login details you created while registering for eLAPS and click Login.

![Login](image)
New License Application Process

To apply for a new license, select **New Application** on the left side panel. ABD recommends applying for a new license at least 45 days in advance. On the next screen, click **Apply for New Application**. Not sure which license is best for you? Click **Apply for New Application** under the Help Me Choose My License Type option.

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

Below, you will find the steps to submit an application.

**Step 1: License or Permit Type**
- Select your license or permit type from the drop-down.
- Select your length of license from the drop-down.
- Populate a tentative effective date.
- Click **Next**.

Note: To demonstrate, we have used “Class B Beer Permit (BB)”.
Step 2: Privileges/Sub-Permits

Select your Privilege(s) or Sub-Permit(s) based on your requirements. Click Next.

Note: Privileges and Sub-Permits populate based on the license and permit type selected in Step 1. In this case, we have selected all available options. If outdoor service is an available privilege, a description of the intended outdoor service area is required.
**License or Permit Type**

- **Privileges / Sub-Permits**
  - **Class B Beer Permit**
    - For taverns, bars, restaurants, etc. Allows commercial establishments to sell beer for on-premises consumption. Also allows carry-out sales of beer.
  - **Sub-Permits**
    - **Class B Native Wine Permit**
      - Allows for the sale of Iowa native wine for off-premises consumption. Sunday sales are included. No sales by the drink.
    - **Class C Native Wine Permit**
      - Allows for the sale of Iowa native wine for off-premises consumption. Also allows carry-out sales of Iowa native wine. Sunday sales are included.
    - **Special Class A Beer Permit**
      - Allows for the manufacture of beer and high alcoholic content beer on the premises for on-premises consumption.
  - **Privileges**
    - **Outdoor Service**
      - Allows the selling/serving of alcoholic beverages permitted by the license/permit in a designated, adjacent outdoor area.
    - **Sunday Sales**
      - Allows selling/serving of alcoholic beverages permitted by the license/permit on Sundays.
    - **Living Quarters**
      - Separates private living quarters from the licensed premises; protects licensee/permittee from warrantless searches of living quarters.

*Please provide a description of the area you intend to use for the Outdoor Service Privilege and explain its relationship to the currently-licensed premises.*

Sample Text for testing
Step 3: Premises

Complete the fields below. Fields marked with a red asterisk are required.

Next, confirm your Local Authority. Click on the Select Local Authority hyperlink. A pop up will open.
Local Authority will be populated based on your inputs.

Complete the required fields.
Continue entering the Premises fields by entering the contact information and mailing address. Click **Next**.

**Step 4: Ownership**

Click **Add Owner** to complete the ownership information.
Complete the required fields on the “Add Owner” page. Then, click **Add Owner**.

Note: If entering a Business, LLC, Corp, etc. as an Owner, split up the Name between the First Name and Last Name fields; enter all nines for SSN.
Owner(s) will be added as shown below. Continue to add additional owners until ownership percentage is equal to 100%. Click **Next** when finished. 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.

Step 5: Criminal History / Violations

In this step, you’ll need to answer Criminal History/Violation questions for each owner. ABD conducts a background review for each owner listed. ABD will contact you if additional information is needed. Click **Next** to proceed.
Step 6: Dramshop Verification

Some license and permit types require Dramshop Verification. If required for your license or permit type, complete the information and click Next to proceed.
Step 7: Bond Verification

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.

Step 8: Document Upload

Upload the documents listed (optional), then click Next to proceed.
Step 9: Review

In the Review step, review the information you have entered in the previous steps. Click the Edit button by each section to change/update any information.

Step 10: Attestation / Endorsement

Check the attestation box, enter your Name and Attestation Date, and select Next.
Step 11: Payment

Payment can be made in one of two ways, by credit card or through ACH. The service fee on all credit card transactions is auto-calculated based on the license or permit fee.
You will see a success message after your payment is complete. Click **Continue** to return to the application process. Click **Next** to proceed.

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**Step 12: Submission**

Click **Submit** to finish your application request.
Once the user clicks the **Submit** button, they will see a success message for submission.

![Success Message](image)

**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 Licenses and Tickets.
Licenses: Click on License(s) to View all Licenses (can be done from the Side Panel menu as well).

Click on Tickets. All the tickets you submit will be displayed here. You can search for a particular ticket or click on **New Ticket** to create a new one.

### New Application

This screen will let you perform the following tasks:
- Apply for a New License/Permit through a New Application
- Choose your License Type
- Check Upcoming Renewals
- Complete an Amendment Application (Outdoor Service, Temporary/Permanent Premises Transfer, Ownership Update, Add Privilege/Sub-Permit, Premises Update)

Click on the action button on the desired option to proceed.

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.

Confirm the information on each page and complete the required fields as necessary. Click Next to proceed, then click Submit to finish your renewal. After clicking Submit, you will see a success message confirming submission.
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 on **Exit** at any point. If you wish to continue at some other time, click **Save and Exit**.

**Action(s) Required**

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

This is how a ‘View Revision’ action looks like.

This is how outstanding payment looks like.
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.

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. 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**’. 

![Image of the payment portal](image-url)
Shipping Reports

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

![Image of Shipping Reporting interface]

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 Reports 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.