Iowa ABD eLAPS
Outstanding Payment Quick Reference Guide
1. Navigate to the eLAPS Portal by going to: https://iowaabd.force.com/

2. Log in using your username and password, if you have already registered for an account. If you do not have an account, click the “Register” button and follow the instructions to create your eLAPS account.

3. Navigate to **Action(s) Required** Tab go to Outstanding Payments Tab
4. Search for your License Number.

5. Find the Application with the status of ‘Pending Dramshop Review’, ‘Submitted to Local Authority’ or ‘Submitted to ABD’. Then click the disclosure triangle and select “Other Actions”.

6. On the Action Items step of the Application, click the “Pay” button to be taken to the Payment Gateway to make your payment using ACH Draft or Credit Card.

This concludes the Outstanding Payment QRG.