Tips & Tricks for Applicants

Greetings, Iowa ABD eLAPS Applicants!

We will share tips, tricks, and shortcuts so you can master the new Iowa ABD eLAPS that uses a Salesforce environment and replaces eLicensing. We know you are eager to learn, so let’s begin.

WHAT IS eLAPS?

The Iowa ABD has partnered with MTX Group to develop the Electronic Licensing and Permitting System (eLAPS) in the Salesforce environment. eLAPS is designed to help local authorities and applicants in Iowa apply for, manage, and track alcohol licenses, permits, and certificates online.

WHAT REQUIREMENTS DO I NEED?

The Iowa ABD eLAPS is cloud-based in Salesforce so you do not need to download an app. All you need to access the system are:

- A reliable internet connection
- Google Chrome browser for the best experience
HOW DO I GET STARTED?

Go to the eLAPS URL: https://iowaabd.force.com/s/login/(bookmark it for future reference). Login with your credentials (User ID and Password).

If you are not registered, you will not be able to login.

Register for an eLAPS account, using one of the following:

1. Click the Register button on the left-hand side, or
2. Click on “Don’t have an account? Register here”

🌟 Hot Tip #1

Not an owner? You can still create an account. Simply click on the “Not an Owner?” option, located at the top of the form, to register as a new user.
Hot Tip #2

When filling out a new application, choose “Manual Selection” or “Wizard.”

Use the Wizard if you’re not sure which type of license, permit, or certificate you need.
In the Wizard (License Permit Help), you’ll answer a series of questions to determine which license, permit, or certificate is the most relevant for your needs.

Based on your answers, the most relevant option will be shown (right of Finish).

If you are satisfied with the option provided, click “Finish.”

On the License/Permit Type page, the License or Permit Type will auto-populate from the Wizard.

Select the Length of License Requested, then click “Next.”
Hot Tip #3

You can select Privileges/Sub-Permits on your license or permit.

Click “Selected” on the License/Permit type to display the Sub-Permits and Privileges (shown below). Make your selections and click on “Next.”
Hot Tip #4

For access to additional learning resources such as User Guides, training videos, Quick Reference Guides and more, visit https://abd.iowa.gov/licensing/elaps.

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

Look for more tips for the Iowa ABD eLAPS!