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.

Hot Tip #1

The Review step is where you can review the application information. Click “Edit” or “Previous” to go back and make changes.
Hot Tip #2

In the Criminal History, you do not need to include traffic violations, unless they are alcohol related. All other criminal charges, regardless of the disposition, need to be reported - even if they were dismissed or expunged.

Hot Tip #3

Chat with an Expert (lower right-hand corner) is available throughout the application process. Click to ask for help on any issues or questions you may have on your application.
Hot Tip #4

To view all applications you have submitted, click on “View All Application.”

To view a specific application, search by the Application Number or any of the fields on the All Applications page. You do not need to type ‘app-’. Just enter the application number.

All Applications

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<th>Application Number</th>
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Premise County | Status | Account Name | License Type |
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Hot Tip #5

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