



ALCOHOLIC  
BEVERAGES  
DIVISION  
State of Iowa

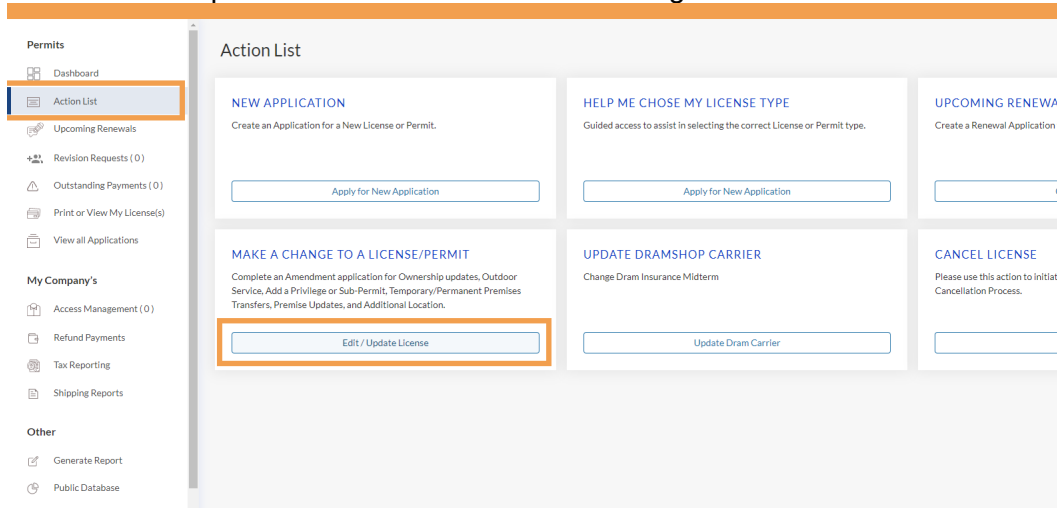


**Iowa ABD eLAPS**  
**Additional Locations for Iowa Native**  
**Wineries - Quick Reference Guide**

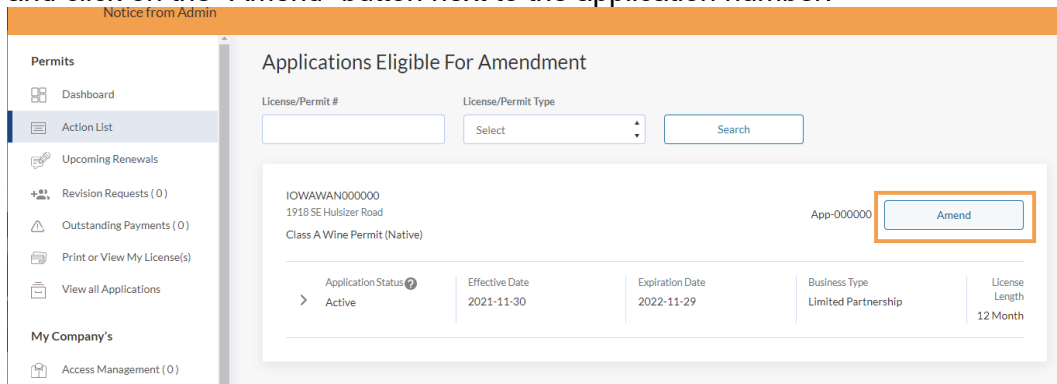
ABD now has a new process of submitting Additional Locations within your eLAPS account.

## Steps for submitting Additional Locations:

1. Log into your eLAPS account.
2. Navigate to the "Action List" section.
3. Click on "Edit/Update License" under Make a Change to a License or Permit.



4. Look for the Class "A" Wine Permit (Native) you want to submit the Additional Location for and click on the "Amend" button next to the application number.



5. Select "Additional Location" under the New Amendment Request box and then click "Next".
6. Click on the "Add Location" button.
7. Fill in the required fields and upload the file for "Attach a letter of invitation to the event".
8. If you have multiple dates for this request, please indicate additional dates in the "Comments" box.
9. Click "Add/Update Location" button when you are finished.
10. Complete the Attestation / Endorsement and submit the application.