

Tips & Tricks for Applicants

Greetings, Iowa ABD eLAPS Applicants!

Each week 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

On the dashboard, you'll see different action buttons on the right-hand side of the application depending on the status of the application.

DRAFT	<p>App-010740 is Renewal Application for License LA0000014</p> <p>License/Permit Type : Class A Liquor License Effective Date : 2022-01-27 Current Status : In Progress Premise Street : 6543 License Number : LA0000014</p>	<p>Created Date : 2021-03-24 20:36:52 Expiration Date : 2023-01-26 Name of Business DBA : Test City Group Application Type : Renewal</p>	<p>Continue</p> <hr/> <p>Withdraw Application</p>
SUBMIT	<p>App-010739</p> <p>License/Permit Type : Vintner's Certificate of Compliance Effective Date : 2021-02-01 Current Status : Submitted to ABD Premise Street : 1818 Grant Streetnull License Number :</p>	<p>Created Date : 2021-03-24 20:26:18 Expiration Date : 2022-01-31 Name of Business DBA : Grant St Application Type : Amendment(Ownership Updates)</p>	<p>View</p> <hr/> <p>Withdraw Application</p>

In All Applications, under Search Result, click the disclosure triangle on the right-hand side to view the actions as a dropdown.

← Back to Dashboard

All Applications

Application Number License Number Premise Street Premise City

Premise County Status Account Name License Type

Search Result (26)

APPLICAT...	LICENSE ...	STATUS	DBA	LICENSE T...	APPLICAT...	AI
App-000264		Withdrawn		Wine Direct Shipper Permit	New	CORPORA... Continue Withdraw Application
App-000340	LA0000014	Renewed		Class A Liquor License	New	

 **Hot Tip #2**

A “Request Amendment” action can be made as long as the status of the application is not Withdrawn or Cancelled.

App-000372		In Progress		Class A Liquor License	New	Adair	Other Actions Request Amendment
App-000961	DS0000014	Active	sdf	Wine Direct Shipper Permit	New	Coffeyville	dsf

 **Hot Tip #3**

To renew or cancel a license or permit, click “Other Actions.”

App-000372		In Progress		Class A Liquor License	New		Adair	LIETSEN- Other Actions Request Amendment
App-000961	DS0000014	Active	sdf	Wine Direct Shipper Permit	New		Coffeyville	dsf

Action Items

NEED HELP ?

Renew License

Click here to renew

Renew

Cancel License

Click here to cancel your license/permit

Cancel

Previous

 **Hot Tip #4**

Applicants are only allowed to create one renewal application per license or permit number at a time, but they can create multiple amendments.

 **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>.

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!